



STATE OF MICHIGAN  
BUREAU OF ELECTIONS  
LANSING

**SUGGESTED REPORT TEMPLATE**  
**DISTRICTS THAT ARE WHOLLY CONTAINED**  
**WITHIN A SINGLE CITY OR TOWNSHIP**

Suggested elements for the report filed by “election coordinating committee” convened for a district that is wholly contained within a single city or township include the following:

**General Information**

- Official name of district.
- The name of the jurisdiction that contains the district.
- Date of “election coordinating committee” meeting.
- Name of city or township clerk designated as the district’s “election coordinator.”
- Names and titles of the other members of the district’s “election coordinating committee.”
- Number of board positions elected in district and term lengths.

**Election Duties**

A statement which acknowledges that the district’s “election coordinator” (i.e., the city or township clerk) will handle the following duties:

- Serve as the district’s filing official and accept candidate filings, check petitions for sufficiency, accept candidate withdrawals and certify candidates.
- Receive special election resolutions and ballot proposal language adopted by the district’s board.
- Handle the distribution, receipt and processing of absentee ballot applications.
- Handle the issuance of absentee ballots and the return of the voted absentee ballots.
- Arrange for ballot printing and proofing.

- Order necessary precinct supply kits.
- Provide voting equipment for the conduct of the district's elections.
- Arrange for programming/coding and testing of voting equipment.
- Publish notice of the "public accuracy test."
- Publish "Notices of Close of Registration" and "Notices of Election."
- Handle Qualified Voter File (QVF) related responsibilities (setting up election, procurement of precinct lists, updating voter history).
- Appoint election inspectors through the local election commission.
- Establish precinct boundaries through the local election commission. (If different precinct boundaries for the conduct of the district's elections are desired.)
- Designate polling places through the city council or township board. (If different polling places are needed for the conduct of the district's elections.)
- Handle the setup of polling places on election day.
- Handle election day issues and "troubleshooting."
- Transmit election results to Board of Canvassers for the canvass and certification of the election.
- Store voted ballots after the election.
- Prepare and present reimbursement requests to school district.

#### **Precinct Boundaries and Polling Places Established for District's Elections (If Necessary)**

As Michigan election law now governs the administration of school elections, precincts established for the conduct of local school district elections, intermediate school district elections and community college district elections cannot contain more than 2,999 registered voters. The precincts must be established by the local election commission.

If the local election commission establishes separate precinct boundaries for the conduct of the district's elections, a description of the precinct boundaries and location of the polling places selected to serve the precincts must be attached to the report.

If there is no need to establish separate precinct boundaries for the conduct of the district's elections, a statement that the district's elections will be administered with the precincts and polling places established in the city or township for the conduct of state and federal elections must be included in the report.

**Signatures**

All members of the “election coordinating committee” must sign the report and retain a copy for the records.

**Filing Report**

The original report must be mailed to the following address:

Michigan Department of State  
Bureau of Elections  
P.O. Box 20126  
Lansing, MI 48901-0726

Or

The original report may be emailed to the following address:

dougank@michigan.gov